

<b>HR Reference:</b>	PO/WV/U
<b>Country:</b>	Uganda
<b>Job Title:</b>	WASH Programme Support Officer

**Date requested:** 5<sup>th</sup> June 2015

**Contract Grade:** Volunteer

**Contract Length:** 1 year

**Date Needed By:** 1<sup>st</sup> August 2015

**New Post or Replacement:** New

**Accompanied / Unaccompanied:** Unaccompanied

**Exact Job Location:** Pader, Northern Uganda (75%) and Kampala (25%)

**Reports To:** WASH Programme Manager (Pader) & Programmes Director (Kampala)

**Responsible For:** N/A

**Liaises With:** Programmes Director, WASH Project Officers.

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**Job Purpose:** To support the implementation of Concern's WASH programme in Northern Uganda and support WASH strategy development, reporting, M&E and advocacy at national level.

**Main Duties & Responsibilities:**

**Strategy Development & Analysis**

- Work with the Programme Manager and WASH team on strategy development for strengthening Pader & Agago Hand pump Mechanics Associations (HPMA), training of Community level Water User Committees (WUCs) and strengthening WASH institutions at various levels.
- Assist the Programme Manager (PM) in developing step-by-step guides to assist project staff deliver high quality capacity building.
- Support the development of training packages and materials for various project approaches e.g. Life Cycle Cost Analysis (LCCA), Social Behaviour Change & Communication (SBCC).
- Support critical analysis of what's working/not working in Concern's WASH programming and support the team in exploring options, problem solving and responding to challenges.
- Assisting in the organising of exchange visits ensuring that critical learnings are incorporated into programme strategies
- Support WASH PMs and Programmes Director to finalise the Concern Uganda WASH strategy and results framework.

**Reporting & Documentation:**

- Assist in ensuring timely submission of good quality reports by administering proposal preparation time-frames, supporting personnel inputting on the submission, editing and write-ups and ensuring submission complies with format and administration requirements of the donor.
- Prepare the WASH submission for inclusion in monthly and annual reports
- Prepare photo documentation of each WASH site according to donor guidelines
- In collaboration with PM and Programmes Director produce materials that tell the story of Concern's WASH work in Uganda and document in various media – written case studies, video, photographs and in formats appropriate to various audiences. e.g. donors, HQ education, intranet and publicity, advocacy targets etc.

### **Proposal Writing**

- Assist in ensuring timely submission of good quality proposals by administering proposal preparation time-frames, supporting personnel inputting on the submission, editing and write-ups and ensuring submission complies with format and administration requirements of the donor.
- In collaboration with Desk Officer assist in extracting mini-proposals from WASH master proposals for project sponsorship purposes.

### **Monitoring and Evaluation**

- Customise project M&E to donor and Concern requirements
- Support M&E Officers working on WASH
- Support the team in undertaking baseline and end line surveys using digital technology.
- Supporting GIS mapping for the project
- Participate in field monitoring with a specific emphasis on monitoring quality of training and providing constructive feedback and advice to local partners and project field staff.
- Support the Programme Manager in recording project progress against the Detailed Implementation Plan (DIP) and support troubleshooting for activity slippage and forward planning.
- Concern Uganda uses Digital Data Gathering Devices for surveys and information collection purposes. The PSO will have a key role in supporting programme team in the use of data gathering devices and analysis of information.

### **Advocacy & Influencing**

Support the Programmes Director, CD and PM in national level WASH advocacy through:

- Working with PM in identifying key macro level WASH issues which can be influenced by Programme field work
- Supporting project research on aspects of sustainable rural WASH programming
- Producing presentations, brochures etc. in support of lesson learning and dissemination
- Assist in communications relating to WASH advocacy initiatives.
- As requested, attend national level learning platforms sharing programme information and feeding back to field teams.
- ***OTHER:***

Undertake other related duties as may reasonably be assigned by the Programmes Director

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## **PERSON SPECIFICATION**

### **ESSENTIAL**

#### **Education, Qualifications & experience Required:**

- Masters Level qualification in a WASH related field
- Excellent analysis and English writing skills with the ability to structure research, write reports, prepare presentations and support proposal preparation.
- Strong IT skills with high level of competence in computer applications in MS Office.
- Previous experience in working/researching in a rural location in a developing country.

### **DESIRABLE**

#### **Education, Qualifications & Experience Required:**

- Experience working in a similar role
- Experience in researching and presenting learning to a wide audience using a range of media.
- Experience in training or supporting training

#### **Special Skills, Aptitude or Personality Requirements:**

- Ability and willingness to live and work in a rural location (small town) with limited access to recreational opportunities.
- Self-motivated, progressive and proactive.
- Cross cultural awareness and sensitivity.
- Empathy with Concern's goals and a commitment to capacity building, protection and participation.
- Good organisation and management skills including monitoring and evaluation.
- Ability to assess problems and recommend solutions
- Ability to organize and prioritize workload
- Ability to work on own initiative and as part of a team.
- Flexible and adaptable to a changing environment.
- Ability to work under pressure often to strict deadlines.
- Patience and a good sense of humour

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All applications should be submitted through our website at <https://jobs.concern.net> by closing date  
CV's should be no more than 4 pages in length.

Due to the urgency of this position, applications will be short listed on a regular basis and we may offer posts before the closing date.